

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

May 22, 1998

In Reply Refer To:
3500, 3600, 3800, 1703, 7240 (360) P

EMS TRANSMISSION 5/29/98
Instruction Memorandum No. 98-114
Expires: 09/30/99

To: All State Directors
From: Assistant Director, Minerals Realty & Resource Protection
Subject: Project Codes for Abandoned Mine Projects with MLR Funding

PROGRAM AREA: Abandoned Mine Land Management, Budget (Protection and Response, Solid Minerals, Water Quality Management, Budget)

ISSUE: Track project-specific expenditures by Bureau of Land Management (BLM) State Offices which conduct abandoned mine land (AML) reclamation projects and watershed cleanup pilots.

BACKGROUND: The BLM initiated a national effort in 1993 to locate and identify safety and environmental hazards posed by abandoned mines on public lands. The BLM works with State agencies to address and mitigate high-priority public safety and environmental AML hazards. In February 1997, BLM updated its AML strategy to focus its AML field identification and reclamation activities in priority areas.

In Fiscal Year (FY) 1997, BLM received initial funding in the Soil, Water, and Air (SWA) Management budget for the reclamation of abandoned mines which adversely impact water quality. Funding for abandoned mine reclamation increased in FY 1998 and is expected to continue in future years. The BLM is currently reclaiming AML sites in the Colorado and Montana watershed cleanup pilot projects and initiating AML reclamation activities in a third pilot in Utah. Pilots in other States are anticipated to begin in the future. Funds used for these and other AML projects, while mainly from SWA, are also derived from other programs within the Management of Lands and Resources Fund (Fund Code 245) including the recreation and hazardous materials programs.

POLICY: The FY 1998 Annual Work Plan states that project codes should be used to track expenditures of AML projects. A block of project codes has been assigned by the National Business Center (NBC) for each State. Each State Budget Office is responsible for monitoring project code usage. State Offices must complete Temporary Form 1310-20, Project (Job) Number Assignment Form, for EACH project ANNUALLY (Attachment 1). The following fields are required to be completed on the form: the program number (e.g., 1010); the project code assigned; the project name (e.g., the Cool Comet Mine); the applicant's (i.e., the primary contact's) name, address, and telephone number; the lead office for the project; other offices charging to the project (if any); the estimated completion date; the estimated total cost for the project; and the name, organization code, and telephone number of the project manager.

Upon receipt of a completed 1310-20, the NBC will set the project up in the Federal Financial System (FFS) to allow costs for the project to be processed through FFS. In order to accurately track all costs related to these AML reclamation projects, the project code MUST be used on ALL financial documents related to the project.

Project codes will be used to identify the project, size, potential

responsible parties, and sources of funding. Several small projects, for which there are no responsible parties, may be grouped under a single project code if part of the same or a related cleanup effort (e.g., watershed-based). However, a SEPARATE PROJECT CODE should be used if individual project costs exceed \$50,000, if the combined cleanup costs of several projects grouped together exceed \$200,000, or if a potentially responsible party is identified.

TIME FRAMES: Effective immediately.

BUDGET IMPLICATIONS: Project codes are needed to accurately track expenditures, recover costs if a responsible party is found, and justify future funding requests for AML projects.

CONTACT PERSONS: Jinx Fox, WO-360, (202) 452-0354, Allen Pope, NBC, (303) 236-6538 or Mike Blymyer, WO-880, (202) 452-7714.

Signed by:
Robert M. Anderson
Acting Assistant Director
Minerals, Realty & Resource Protection

Authenticated by:
Robert M. Williams
Directives, Records
& Internet Group, WO540

1 Attachment

1- Project (Job) Number Assignment Form (Temporary Form 1310-20) (1 p)

TEMPORARY FORM 1310-20

APRIL 1998

PROJECT (JOB) NUMBER ASSIGNMENT FORM

PROGRAM (SUBACTIVITY): _ _ _ _

[Image]

PROJECT (JOB) NUMBER: _ _ _ _

CASE FILE NUMBER: _____

PROJECT (JOB) NAME:

APPLICANT/VENDOR'S NAME:

APPLICANT'S ADDRESS:

APPLICANT'S TELEPHONE

NUMBER: _ _ _ _ _

ORGANIZATION CODE

OF LEAD OFFICE: _ _ _ _ _

ORGANIZATION CODE OF

OTHER OFFICES CHARGING

TO THE PROJECT (JOB): _ _ _ _ _ / _ _ _ _ _ / _ _ _ _ _

_ _ _ _ _ / _ _ _ _ _ / _ _ _ _ _

_ _ _ _ _ / _ _ _ _ _ / _ _ _ _ _

ESTIMATED COMPLETION

DATE: _ _ / _ _ / _ _

ESTIMATED TOTAL COST: \$ _____

NAME OF PROJECT MANAGER:

ORGANIZATION CODE OF

PROJECT MANAGER: _ _ _ _ _

TELEPHONE NUMBER OF

PROJECT MANAGER: _ _ _ _ _

TRUST FUND PROJECTS IN PROGRAM 7122 MAY BE AUTHORIZED AND INDIRECT COST
RATE OTHER THAN

THE ANNUAL PREVAILING RATE:

EXCEPTION INDIRECT COST RATE: _____%

APPROVING OFFICER'S NAME (PRINT):

APPROVING OFFICER'S SIGNATURE:

APPROVING OFFICER'S TITLE: _____ DATE: __ __ / __
__ / __ __

FOR NATIONAL BUSINESS CENTER ACCOUNTING GROUP (BC-610) USE ONLY [Image]

VENDOR NUMBER: _____ AGREEMENT NUMBER:

RA DOCUMENT NUMBER: _____

INPUT BY: _____ DATE: __ __ / __ __ / __
